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All Branches, Industrial Division, ORR

16 October 1959

Acting Chief, Industrial Division, ORR

Coordination of Completed Draft Research Projects

REF. : ERA Procedure No. 2, 15 September 1958

1. Analysts are reminded that all necessary coordination of draft projects must be completed before the project is submitted for review by Chief, E, as provided by ERA Procedure No. 2, 15 September 1958, which states:

"Draft reports intended for publication by ORR will be coordinated with other appropriate individuals or components in the ERA, and their concurrence with the substance and conclusions of the report will be indicated by initials on the transmittal sheet. If a report deals with a subject for which DCID 3/1 delegates the primary responsibility to another government agency, the analyst will attach a memorandum indicating the nature and extent of the coordination that has been undertaken. All reports concerned with atomic energy will be coordinated with OSI, and the degree of coordination will be indicated in a memorandum. All of the necessary coordination must be completed before submittal of the draft report for review by the Chief/E."

2. It is further provided that unless prior Divisional consent is obtained, intra-agency coordination will be completed before projects are approved by Branch Chief for Divisional review.

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Distribution:

All D/I Branches

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